



20th May 2022

Dear families

As you may be aware, we will soon be changing over our management information system from SIMS to Bromcom, along with the majority of schools across West Sussex. As you can imagine this is a significant undertaking affecting every aspect of the efficient running of the school. From finance and HR, to attendance, report writing and data management, the system really is at the heart of the school.

Our new system will be going live Monday 6th June. Staff have been engaging in training courses to develop their skills in the basics of the new system but it is important that we build in some dedicated time to further upskill ourselves and ensure that we are able to use the new system to its full capacity.

WSCC have acknowledged that we have been working to quite tight timescales and have agreed for schools to take an additional day to support the training of staff.

We will therefore be adding in an **additional INSET day** after half term on **Friday 17 June 2022**. Whilst we appreciate this is quite short notice, we felt that tying it into the INSET day that has already been calendared for Monday 20th June, would be less impactful to families, and it will be timely for us having used the system for an initial two weeks by that point.

All students should therefore remain at home for the day on Friday 17th June with the **exception of those year 11 and year 13 who have formal examinations**.

Year 11 students also have the opportunity to attend a chemistry revision session in preparation for their examination on Monday 20th June. This will take place as scheduled from 11.05am-12.05pm.

We hope that the new system will also eventually make lives easier for families too as the new system will come with a parent/carer app - we'll be writing to you about this later this year.

Yours sincerely

Ms Jo Meloni
Headteacher